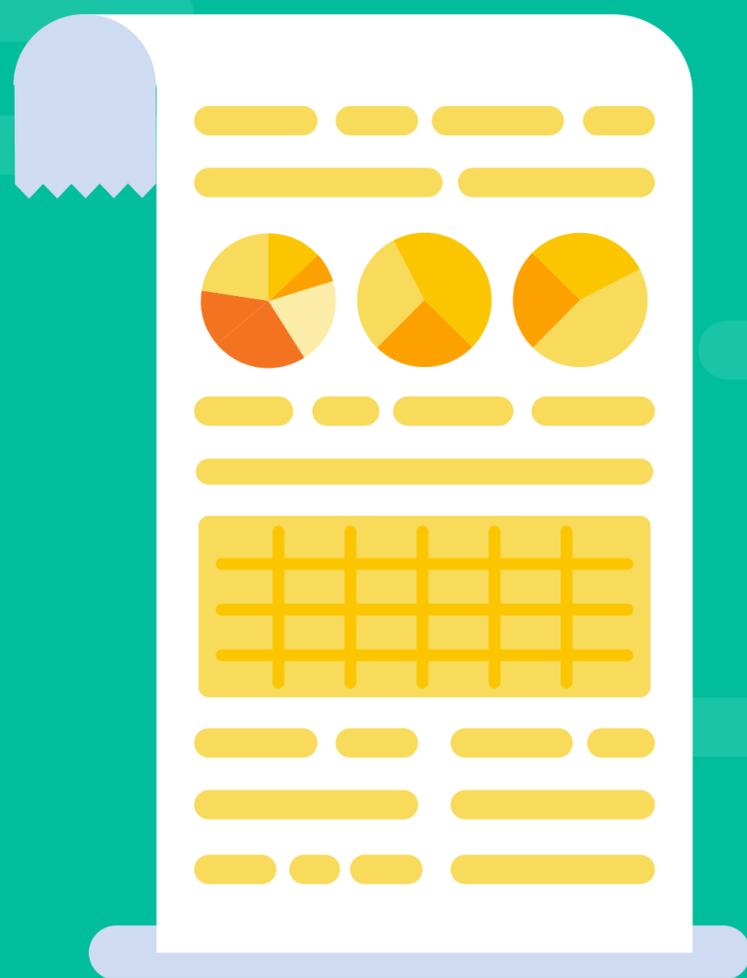


Crucial SharePoint & Office 365 Reports That Every Admin Should Use

An eBook by Sharegate



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ABOUT THE AUTHOR

Benjamin Niaulin is an Office Servers and Services MVP, recognized as one of the Top 25 SharePoint influencers in 2014 and 2nd for Office 365 in 2015. Being a Microsoft Certified Trainer since 2008 has allowed him to become proficient in simplifying complex technologies, making him an expert in SharePoint & Office 365 vulgarization. He's spoken at over 200 conferences around the world.

Table of Contents

Introduction	4
1 A SharePoint Admin's Tasks	5
2 Problem Detection Reports	7
3 Detailed Usage Reports	9
4 Audit Log Reports	12
5 Security Reports	15
5.1 Keeping Tabs on User Permission Levels	16
5.2 Orphaned Users	18
5.3 Monitoring External Users in Office 365	19

INTRODUCTION

SharePoint Grows in Popularity and Usage

In recent years, it seems an increasing number of people and businesses are adopting SharePoint as their go-to application for storing and sharing documents, data, and information.

To give you an idea of just how much SharePoint has grown in popularity, take a moment to digest these numbers: In terms of data storage, in 2006 SharePoint represented 0.16 Zettabytes in total data stored. In 2014, this number skyrocketed exponentially, and an estimated 4.4Zb of data was stored in SharePoint.

With this kind of growth rate, it's no wonder Microsoft has dedicated so much time and energy to this particular product.

If you translate the latest stats above into actual user adoption, the story looks like this:

- 75K+ Customers
- 160M+ Users Worldwide
- 200% monthly active user growth
- 40% of users are Online

These numbers clearly show an enormous adoption of SharePoint, and SharePoint Admins seem to be multiplying by the day!



CHAPTER ONE

A SharePoint Admin's Tasks

A SharePoint Admin's Tasks

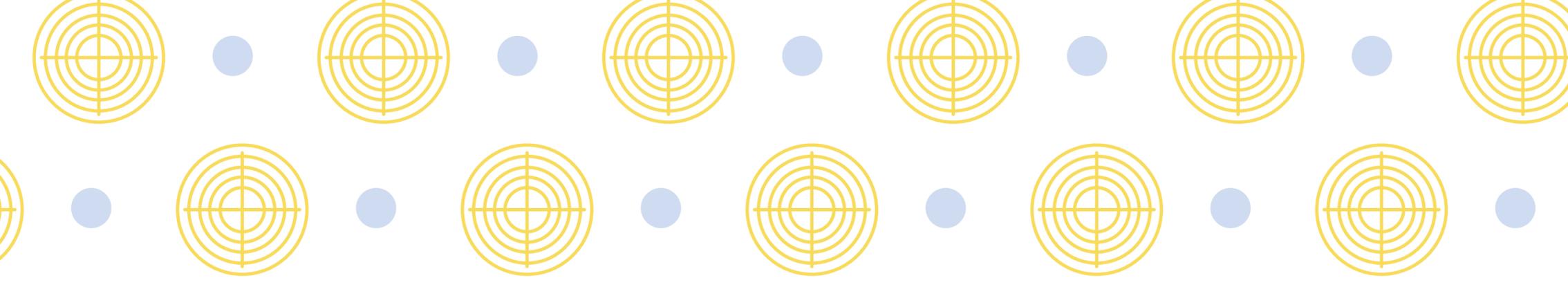
A SharePoint Administrator is someone who is responsible for configuring and maintaining a SharePoint server or Farm. While the list of tasks is a long one, some of their more important tasks involve:

- General installation, configuration, and management of a SharePoint Server
- Developing and implementing a governance plan
- Implementing compliance and discovery
- Assignment of proper permission levels for all users, and configuring anonymous access
- And the list goes on

All of these tasks have one thing in common that allow them to be started and completed successfully: reporting.

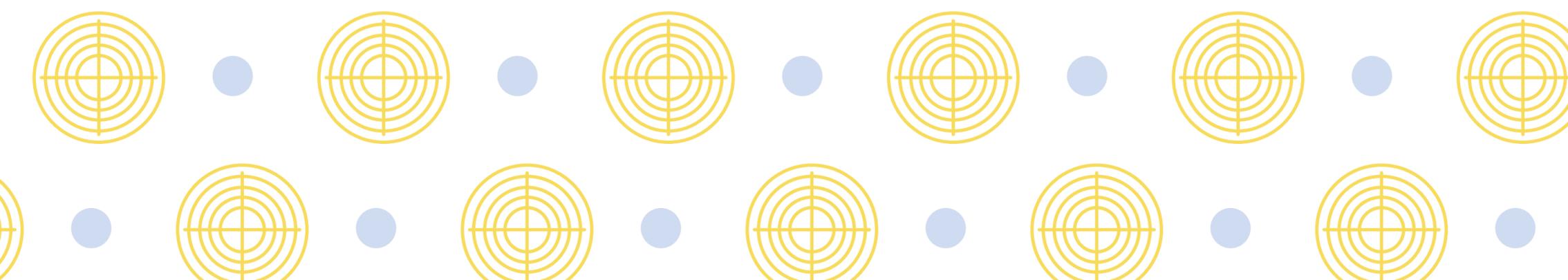


Solid reporting tools, which can be found in SharePoint by the way, help make up the foundation of successful SharePoint management, the thorough development and implementation of relevant governance and compliance plans, accurate and effective document tagging for searches, and the assignment of user and group permissions.



CHAPTER TWO

Problem Detection Reports



Problem Detection Reports

As the very basis of Managing a SharePoint environment, you need to make sure all elements and content are in proper working order. There would be no point in investing your time and effort into something that doesn't do what you want it to do, and at an optimal level. These three reports help ensure that everything does what it's supposed to:



"Unlinked Files" Report:

This report displays a list of all files with no links, helping you find unused files that should be removed from your site.



"Slow Pages" Report:

Displays a list of pages that are identified as slow to load, and reflect the time required to load the page markup.



"Hyperlinks" Report:

Displays a list of all hyperlinked text in your site. After running this report, you will be prompted to verify the links, and will determine whether the links are "Ok" or "Broken" – at which point you can fix all broken links.



CHAPTER THREE

Detailed Usage Reports



Detailed Usage Reports

There are a multitude of reasons you should be running SharePoint Usage Reports on a regular basis.

1. They aren't intimidating or difficult to run (so why not?)
2. They provide loads of useful information
 - a. For example, they help you understand the way users interact with your site, as well as identify any trends you can use to improve your site's performance and content.
3. These reports will give you access to large amounts of stored useful information that you can provide to site owners and users when requested.



Particularly useful information can be gathered with the following reports (among many others):



“Daily Summary” Report:

Summarizes the number of Visits, Hits, Total Hits, and Download size on your site by day.



“Daily Page Hits” Report:

Summarizes the number of total hits, as well as hits by day for every page on your site.



“Number of Queries” Report:

This will show you the number of search queries performed for any given time. You can then use this data to identify query volume trends, and pinpoint exact times of high and low search activity.



“Top Queries” Report:

This will show you the most popular search queries performed on your site, and provides valuable information on the type of information being sought.



“Abandoned Queries” Report:

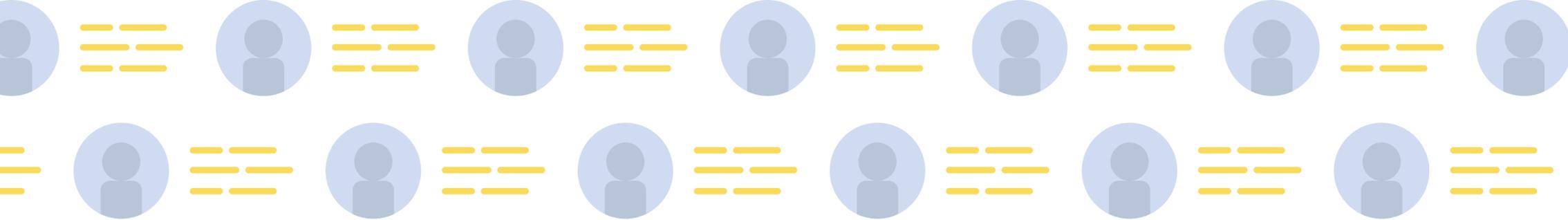
Displays popular search queries that received low click-through rates. This information, in particular, is useful in determining queries that create user dissatisfaction, and will help you improve the discoverability of your content for said searches.



“Query Rule Usage” Report:

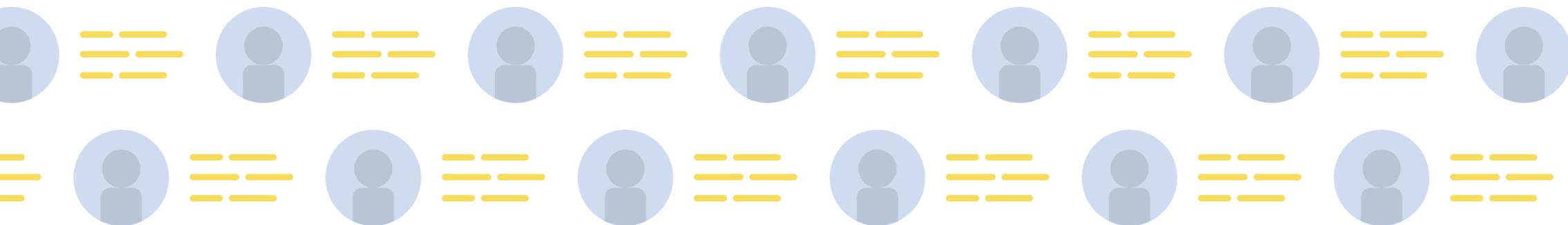
This report shows you how often users click on promoted results, and will provide insights into how valuable (or not) your promoted results are to users.





CHAPTER FOUR

Audit Log Reports



Audit Log Reports

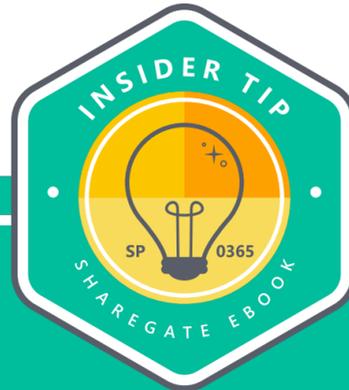
Auditing is absolutely crucial to efficiently managing any kind of infrastructure, and the same applies to SharePoint. SharePoint's audit logs let you perform a wide range of audits on your farms and sites. Depending on your needs, you can view how often sites are edited, look into what users and administrators are doing within your environments, and monitor any changes they might be making throughout.

Being able to collect and analyze this information is key to helping you stay in control and better manage the platform. Thankfully, SharePoint provides a multitude of audit log reports to help you do just that, such as:

- **Content Modification:**
Provides you with a list of content that has either been modified, deleted, or checked in or out.
- **Content Type and List Modifications:**
Displays Content types and lists that have been modified.
- **Content Viewing:**
Shows you users who have viewed a particular piece of content.
- **Deletion:**
Displays content that has been recently deleted.
- **Policy Modification:**
Displays events that change information management policies on site collections.
- **Audit Settings:**
Reports modifications to audit settings.
- **Security Settings:**
Reports changes to security settings.

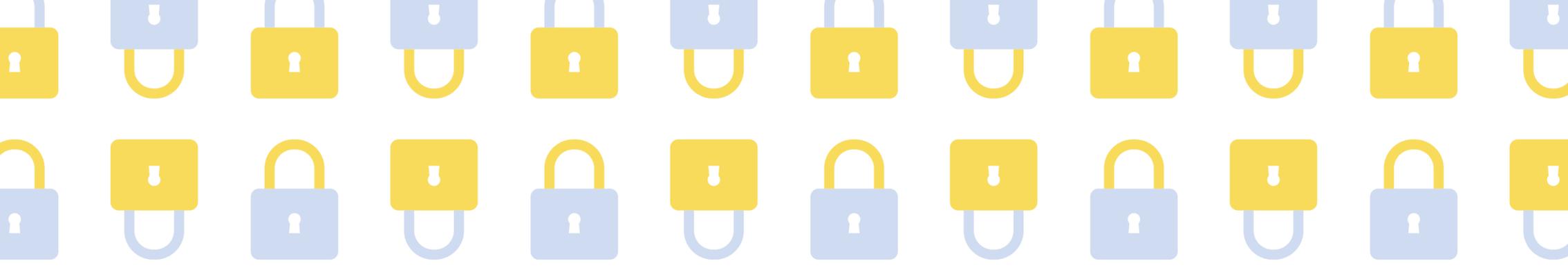
Audit Log Reports

While all of these reports exist within SharePoint, they require some searching and skill. The use of third-party tools can really help when trying to report on multiple events at the same time.



SharePoint's out-of-the box Audit Logs are confusing to read.

Eliminate the hassle with comprehensive Audit Reports



CHAPTER FIVE

Security Reports



As your SharePoint Users grow in numbers, finding a way to manage them all becomes increasingly important. Even more crucial is being able to report security information on them, and monitor their accesses. The last thing you need is the wrong person having access to highly sensitive information.



Additionally, things such as permissions granted to individuals explicitly, Orphaned Users, and external users in Office 365 all carry, at best, manageability hassles and, at worst, potentially disastrous security breach risks.

Keeping Tabs on User Permission Levels

As mentioned earlier, managing permissions and access levels for a growing user base is of utmost importance to making sure sensitive data is secure. You want to be able to see exactly who has access to what at all times.

Why should you be able to access detailed permission and access report data?

1. You want to make sure all your users have access to the documents necessary to get their jobs done properly.
2. Make sure that your Sites follow SharePoint's Permissions best-practices by allocating permissions to groups instead of users.
3. In the event that your manager asks you for a specific user's permission level, you want to have that info handy immediately and not keep him or her waiting too long.
4. Most importantly, you want to know who had access to exactly what files, in the event that a security breach should take place. Your first priority should always be to prevent security breaches but, if one happens anyway, you want to make sure you cut off further leaks and minimize the damage someone can do with the files they wrongfully accessed.

SharePoint gives you a few options for monitoring user and group permissions on different levels of your SharePoint environment, such as checking permissions for users or groups in a Site, Library, or even an Item. Accessing these permissions involves entering each Site, Library, and Item you wish to see access levels for, and digging within them to get your answers. Visit the Office Support Website for more information on how to do this.



Navigating your SharePoint site to display all permissions can get tedious. View all permissions given to your users & groups at all levels, and instantly understand who has access to what and with which permission level.

BONUS: Export your reports to excel

Orphaned Users

An orphaned user is defined as a user profile that is still referenced by SharePoint, but the user itself can no longer access SharePoint. In simpler terms, this means that a user has left the company, accesses have been revoked, but the profile is still floating around.

Over time, your SharePoint environment will become littered with these phantom accounts. You want to make sure your SharePoint stays clean, up to date, and that you close as many doors that can pose a risk as possible.



Don't feel like using PowerShell? Find your Orphaned Users
in just a few clicks.

Monitoring External Users in Office 365

Office 365 is a great and powerful collaborative platform. The possibilities for sharing externally are downright awesome! However, this same external sharing feature can pose extreme data security risks if not used and managed properly.

As an Admin, you need to make sure you're aware of who your external users are (authenticated or anonymous) at all times. Depending on permission levels, external users may have the power to edit and share documents with unauthorized parties outside of your organization.



Keep track of your external users by checking your Office 365
Central Administration on a regular basis.

Dig Deeper



Authored by Benjamin Niaulin, Office Servers & Services MVP, this handy guide will help you keep your SharePoint and Office 365 environments secured.

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- [An Office 365 Security Breach That Can Happen to You Too](#)
- [Stay on Top of Your Environment with SharePoint Audit](#)
- [SharePoint Security Tips: The IRM & Audit basics](#)
- [Built-in Office 365 Reports That'll Save Your Day](#)



About Sharegate

Sharegate simplifies management tasks for SharePoint, Office 365, and OneDrive for Business for thousands of administrators and IT professionals around the world. A privately-held company based in Montreal, Sharegate is trusted by more than 10,000 organizations.

As a leader in its industry, Sharegate lives by the motto:
“ Innovate and Keep Things Simple & Fun.”

Want to learn more?

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